PERSONNEL POLICIES

AND PROCEDURES

SOUTH PLAINS ASSOCIATION OF GOVERNMENTS

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LUBBOCK, TEXAS 79411

DECEMBER, 1979

SOUTH PLAINS ASSOCIATION OF GOVERNMENTS

PERSONNEL POLICIES AND PROCEDURES

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PERSONNEL POLICIES

PERSONNEL POLICIES

Authority

Policies contained herein are subject to general approval by the Board of Directors of the South Plains Association of Governments. The Board of Directors may revise or amend personnel policies of South Plains Association of Governments. Generally, the personnel policies of South Plains Association of Governments will be comparable to usual and customary policies of local governments within the region. The Executive Director is responsible for execution of policies adopted by the Board of Directors and is authorized to implement such rules, regulations, and procedures as may be necessary to implement adopted policies. The Executive Director may delegate authority to appropriate staff members to act in his behalf as necessary for effective administration of adopted policies.

Purpose

This manual is intended as the primary instrument of policy guidance for employees of South Plains Association of Governments. Policies of South Plains Association of Governments have been formulated to promote consistent, equitable, and effective practices which will contribute to the recruitment, development, and retention of highly qualified staff.

General Policy

The Executive Director is the chief executive officer of South Plains Association of Governments and is responsible for the selection and length of tenure of all employees of the Association.

Employees of the South Plains Association of Governments shall be kept informed of policies which affect their duties or conditions of employment.

Employees are responsible to South Plains Association of Governments for the faithful discharge of assigned duties and for abstinence from any activity which would discredit or reflect negatively on the organization.

Standards

SPAG personnel policies and procedures are designed in contemplation of the Uniform Guidelines on Employee Selection Procedures and incorporate the following merit principles of personnel administration:

1. Recruitment, selection, and advancement of employees shall be on the basis of relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
2. Employees shall be afforded equitable and adequate compensation.
3. Employees shall be provided training as needed to assure high quality of performance and promote career progression.
4. Employees and applicants shall receive fair treatment in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, or religious creed and with proper regard for their privacy and constitutional rights.
5. Employees shall be protected against coercion for partisan political purposes and prohibited from using their official authority for purposes of interfering with or affecting the result of an election or nomination for office.

Policies and Procedures

Equal Opportunity

Equal employment opportunity is the policy of South Plains Association of Governments. Vacancies shall be filled on the basis of merit. Qualified persons shall not be denied employment or promotion because of any consideration of age, sex, race,

religion, color, national origin, handicap, or other non job related factor.

Appointment of Relatives

No person shall be employed or retained by South Plains Association of Governments who is related, within the second degree by affinity or within the third degree by consanguinity, to any staff member or member of the Board of Directors.

Application for Employment

Every applicant for employment shall be required to submit a written application and other pertinent information regarding training and experience. The Executive Director may make appropriate inquiries to verify experience, character, and suitability of any applicant.

Categories of Employment

All employees of South Plains Association of Governments shall be considered in a probationary status during the first six months of employment. Aside from the initial probationary status of all SPAG employees, there are the following categories:

1. Permanent Full Time

   An employee whose duties require a regular 40 hour work week and who has completed six months of continuous employment in a full-time capacity shall be considered a permanent full time employee.

2. Permanent Part Time

   An employee whose duties require less than a regular 40 hour work week and who has completed six months of continuous employment in a part-time capacity shall be considered a permanent part time employee.

3. Temporary

   Any employee who, at the time of employment, is engaged for a

limited duration, regardless of the expected length of employment, shall be considered a temporary employee whether employment is in a full time or part time capacity. Employees who are assigned to SPAG as a work station are considered to be temporary employees.

Employee Benefits

The following benefits are available to SPAG employees, depending upon the category of employment:

1. FICA

   Contributions to FICA are made by SPAG for all employees as required by law.

2. Hospitalization/Medical Insurance

   The cost of hospitalization/medical insurance for all SPAG employees is paid by SPAG.

3. Retirement Plan

   SPAG will make contributions to a retirement plan for eligible employees not categorized as temporary.

4. Unemployment Insurance

   SPAG will make contributions to unemployment compensation insurance for employees as provided by law.

5. Workmen's Compensation Insurance

   SPAG will make contributions to workmen's compensation insurance as provided by law.

6. Vacation Time

   Employees not categorized as temporary shall be eligible for vacation leave. Permanent part-time employees shall be eligible for vacation leave in proportion to the number of hours worked to a 40 hour week.

7. Sick Leave

   All SPAG employees are entitled to sick leave. Part time

employees shall accrue sick leave in proportion of hours worked to a 40 hour week.

8. Other Released Time

Employees categorized as temporary shall not be eligible for paid released time except for sick leave and holidays on which SPAG offices are closed.

Compensation

Employees shall be paid on alternate Fridays. In the event that payday falls upon a SPAG holiday, checks will be distributed the previous work day. No salary advances will be made to any employee for any reason.

Pay Increases

Employee performance, length of service, and cost of living will be considered in determining employee pay increases. Any cost of living increases will be approved by the Board of Directors and included in the SPAG budget. The Executive Director shall authorize merit increases as warranted, subject to SPAG budget contraints and approved salary ranges.

Payroll Deduction

South Plains Association of Governments shall deduct from employee salaries, and remit to proper authorities, appropriate sums relating to:

1. Federal Income Taxes
2. Social Security (FICA)
3. Other deductions expressly required by law

In addition to the above legally required deductions, South Plains Association of Governments, in accordance with policies adopted by the Board of Directors or authorized by employees, may deduct from employee salaries for remittance to proper authorities appropriate sums related to:

1. Group Life Insurance Plans
2. Group Health/Medical Insurance Plans
3. Credit Union
4. Retirement/Savings Plans
5. U.S. Treasury Bonds
6. United Way

Reimbursement of Expenses

It is the policy of South Plains Association of Governments that employees be fully reimbursed for necessary and reasonable expenses incurred in the authorized conduct of SPAG business. All requests for reimbursement of expenses shall be subject to requirements of documentation and reasonableness, and shall be honored in conformance with adopted policies and procedures. Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies shall not be charged as costs to those grants, contracts, or agreements.

1. In-Region Travel

   All necessary travel by SPAG employees for authorized conduct of SPAG business within the planning region is authorized. Reimbursement for the use of private automobiles by employees shall be made monthly upon submission of required report and request forms. Mileage shall be reimbursed at the maximum non-taxable rate allowed by the Internal Revenue Service at the time the mileage is incurred. Employees are expected to report the shortest distance between destinations for all travel. Travel between an employee's residence and the SPAG office is not allowable for reimbursement. Meal costs incurred while traveling in-region are not allowable for reimbursement.

2. Out-of-Region Travel

   Out of region travel by SPAG employees requires prior authorization by the Executive Director. Reimbursement of out of region travel costs

shall be based upon the most economical conveyance that is reasonably available. When private automobiles are used for out of region travel, reimbursement will be allowed on the basis of actual mileage traveled or tourist class air fare, whichever is less. If no air service is available to the authorized destination, actual mileage shall be allowed. First class air fares are not allowable when tourist or economy accomodations are reasonably available.

3. Subsistence Expenses

Employees engaged in necessary and authorized travel in the conduct of SPAG business shall be reimbursed for actual subsistence expenses. Subject to documentation and reasonableness, subsistence expenses will generally be for registrations, lodging, telephone, parking, tolls, taxi or limousine, meals, and reasonable gratuities.

4. Limitations

Costs of personal entertainment, amusements, social activities, or alcoholic beverages are not allowable for reimbursement.

5. Interview

Expenses incurred by persons whom South Plains Association of Governments has requested to travel for purposes of employment interviews are reimburseable at the discretion of the Executive Director.

6. Moving

Upon initial employment, expenses for movement of families and household goods may be reimbursed at the discretion of the Executive Director.

7. Education and Training

Permanent full-time employees who enroll in accredited courses of instruction which would enhance their job performance at South Plains Association of Governments may be reimbursed for tuition costs upon presenting evidence

of successful course completion. Such reimbursement shall be at the discretion of the Executive Director. In order to be eligible for such reimbursement, employees must make a written request and receive written approval prior to course enrollment. Any employee who receives reimbursement for education and training and who leaves the employ of SPAG less than six months after receiving the reimbursement shall return the amount received in full. SPAG may deduct any such amounts owed from accrued pay or benefits otherwise due to the employee upon termination.

Released Time

Released time is time during regular business hours in which an employee does not engage in the performance of job duties. Released time may be either paid or unpaid.

1. Vacation Leave

   Upon completion of the initial six months probationary employment period, eligible full-time employees shall be credited with five days of vacation leave. Eligible part-time employees shall be credited with a proportional amount of vacation leave at the completion of the six month probationary employment period, based upon the proportion of time worked to a 40 hour work week. During the remainder of the first year of employment, full time employees shall accrue vacation leave at the rate of 5/6 days per month. After the first year of employment, SPAG employees shall accrue vacation leave according to the following schedule:

2nd year - 11 days	7th year - 16 days
3rd year - 12 days	8th year - 17 days
4th year - 13 days	9th year - 18 days
5th year - 14 days	10th year - 19 days
6th year - 15 days	Over 10 years - 20 days

No vacation leave benefits are available to SPAG employees during the initial six month probationary employment period. The maximum allowable accumulation of vacation leave is the amount an employee may accrue in two years, based upon current length of service. Any leave balances in excess of the maximum each September 30 shall be reduced without compensation.

2. Terminal Leave

Employees who have completed the initial six month probationary employment period, upon termination in good standing of SPAG employment, shall be paid for accrued and unused vacation leave up to a limit of their maximum allowable accumulation based upon length of employment.

3. Sick Leave

Sick leave may be utilized by employees who are absent from work due to:

1. Personal illness or physical incapacity
2. Medical or dental examinations or treatments
3. Medical quarantine resulting from exposure to contagious disease

SPAG may request, and employees are obligated to provide upon written request, written verification by a physician of medical disability precluding availability for duty in any event that sick leave benefits are requested.

Upon termination of employment, unused sick leave shall be cancelled without compensation.

Eligible full time employees shall accrue sick leave benefits at the rate of 1¼ days per month beginning at the date of employment. Eligible part time employees shall accrue sick leave benefits at a proportional

rate determined by the ratio of the number of hours worked to a full work week. The maximum allowable accumulation of sick leave shall be 120 days.

4. Military Leave

A SPAG employee who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to leave with pay when ordered or authorized by proper authorities to serve on active duty. Such leave is limited to ten working days during any calendar year. Leave in excess of ten working days shall be charged to vacation leave or leave without pay.

5. Emergency Leave

Emergency leave with pay may be granted by the Executive Director for reasons of serious illness, accident, or death in the employee's family. For purposes of emergency leave, family includes spouse, child, parent, brother, sister, uncle, aunt, nephew, niece, and grandparents of an employee or employee's spouse. Emergency leave shall be limited to three days per occurrence.

6. Jury Duty

Employees who are required to render jury duty or court service shall receive regular pay during such required periods of duty.

7. Maternity Leave

Disabilities arising from pregnancy or maternity shall be treated as any other temporary disability with regard to SPAG sick leave policies. A pregnant employee shall make her own decision regarding the date she will cease work in contemplation of childbirth. Except in the case of emergency, a pregnant employee is expected to give written notice at least 10 working days prior to the date she ceases work, and to indicate with such notice her intention concerning her

return to work. Paid maternity leave is limited by the amount of sick leave and vacation leave the employee has accrued.

8. Other Leave

At his discretion, the Executive Director may authorize administrative leave with pay when warranted by unforeseen circumstances not otherwise provided for herein.

9. Suspension

An employee may be placed on suspension, as provided by policy, which shall be temporary non paid status. No benefits shall accrue nor be paid for by SPAG on behalf of an employee on suspension. A suspended employee shall retain benefits accrued prior to suspension.

10. Leave of Absence

Leave of absence is an approved absence from duty in a non pay status. Granting a leave of absence is at the discretion of the Executive Director but such leave shall not be authorized unless there is a reasonable expectation that the employee will return to employment with SPAG at the end of the approved period. Employees on leaves of absence receive no compensation and accrue no benefits. However, previously accrued benefits may be retained during leaves of absence unless otherwise prohibited by the terms or provisions of the benefit programs. Leaves of absence may be appropriate for the following reasons:

a. For educational purposes when successful completion will contribute to the work of SPAG.

b. For recovery from temporary illness or disability when required absence from duty exceeds sick leave benefits.

c. For appropriate personnel exchange programs which emphasize intergovernmental relations.

Extended Disability

Any employee unable to perform required duties because of illness or injury, when such disability extends beyond accrued sick leave and vacation benefits, may be placed on leave of absence for a period up to 60 days beyond the expiration of such benefits, provided the employee makes a written request for a leave of absence which includes a notification of intent to return to work at the end of the leave of absence. Failure to request a leave of absence in such circumstances may result in termination of employment at the expiration of accrued benefits.

In the event of extended disability, granting of a leave of absence beyond the initial 60 day period following the expiration of accrued sick leave and vacation benefits shall be at the discretion of the Executive Director, subject to the limitations governing leaves of absence.

Any employee who requests a leave of absence because of extended disability may be required to provide medical evidence of such extended disability and may be required during the term of such extended disability to report to the SPAG office, in person, for periodic interviews with his/her supervisor or the Executive Director, or to present medical evidence of inability to report in person.

Holidays

The following days shall be observed as paid holidays for SPAG employees:

January 1 - New Year's Day
George Washington's Birthday - According to National Observance
Memorial Day - According to National Observance
Independence Day - July 4
Labor Day - 1st Monday in September
Veteran's Day - November 11

Thanksgiving - 4th Thursday and Friday in November

Christmas - December 24th and 25th

Office Hours

Regular office hours of South Plains Association of Governments shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular office hours may be altered by special events.

Employees may be requested to provide services in addition to those rendered during regular office hours. Employees who are non exempt from overtime pay provisions of the Fair Labor Standards Act shall be compensated for overtime as required by law. Employees who are exempt from overtime pay provisions of the Fair Labor Standards Act are expected to render necessary and reasonable overtime services with no additional compensation. All overtime services requested of non exempt employees shall be approved in advance by the Executive Director.

Prior Services

Any break in continuous service results in cancellation and forfeit of any right to benefits accrued prior to the break in service. Employees entering service with South Plains Association of Governments who have prior service may be considered for appointment above the customary entry salary level.

Resignation

Voluntary resignation by an employee of South Plains Association of Governments requires written notice to the Executive Director at least ten working days prior to the termination date. Failure to provide ten working days advance notice shall result in termination in unfavorable standing and forfeiture of any right

to payment for accrued unused vacation leave.

Outside Employment

Employees shall not engage in any outside employment, activity, or enterprise determined by the Executive Director to be inconsistent or incompatible with employment by South Plains Association of Governments.

Society Membership

South Plains Association of Governments encourages membership and active participation by employees in appropriate professional organizations and pays the cost of membership dues and travel expenses for attendance at meetings and conferences of such organizations when they are judged by the Executive Director to offer special training or information of value to the employee in the performance of SPAG duties. Approval of all such memberships and attendance at meetings and conferences of professional organizations shall be limited to senior SPAG staff members and subject to specific approval by the Executive Director. The Executive Director may prohibit active participation by employees in organizations whose activities or purposes are judged to be inconsistent or incompatible with policies of South Plains Association of Governments.

Pecuniary Interest

No employee of South Plains Association of Governments shall have any financial interest in the profits of any contract, service, or other work performed by SPAG, or shall profit directly on indirectly except as a minor stockholder from any contract, purchase, sale, or service between SPAG and any person or company, or personally as an agent provide any surety, bail, or bond required by law or subject to approval by the Board of Directors. No employee shall accept

any free or preferred service, benefits, or concessions from any person or company. Any employee who violates the provisions of this section shall be guilty of official misconduct.

Political Activities

All employees of South Plains Association of Governments are subject to the following restrictions on political activities:

1. Employees shall not use their official authority or influence for the purpose of interfering with an election or nomination for office or affecting the result thereof.
2. Employees shall not coerce, attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his/her salary or compensation or anything else of value to any party committee, organization, agency, or person for political purposes.
3. Employees shall not take an active part in any partisan political campaign.
4. Employees shall not offer themselves for election to political office in any governmental jurisdiction.

Administrative Regulations

The Executive Director shall issue such administrative regulations as may be necessary from time to time to implement, clarify, interpret, or explain policies of South Plains Association of Governments. Such additional regulations as may be necessary shall be distributed to SPAG employees as appropriate.

ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE PROCEDURES

The Board of Directors shall authorize all staff positions of South Plains Association of Governments. There shall be a job description for each staff position which includes a title, a description of duties, an identification of the exempt or non-exempt status of the position regarding the Fair Labor Standards Act overtime pay provisions, a classification, and other appropriate descriptive information.

Job Classifications

Job classifications are based upon the principle that compensation limits should be based upon job requirements and not upon consideration of any individual who may hold a staff position.

There shall be four classifications of SPAG staff positions as follows:

1. Administrative/Managerial
2. Professional
3. Technical/Clerical
4. Trade

Each classification may be divided into four levels. Appropriate factors such as required education, training, and experience, necessary professional licenses or certifications, supervisory responsibilities, amount of independent judgment required, job complexity, and working conditions shall be considered in the assignment of each position to a level within its appropriate classification.

The Board of Directors shall establish a pay range for each level in each classification. Pay ranges shall be adjusted for cost of living pay increases authorized by the Board of Directors. The Executive Director shall have

discretion to authorize merit pay increases subject to limitations of authorized job classifications, pay ranges, and budgetary capabilities. A listing of authorized staff positions by classification and level shall be included in the SPAG annual budget. The following positions, classifications, and levels are authorized for the 1979-1980 fiscal year:

1. Administrative/Managerial

   a. Level one (Salary set by Board of Directors)
      Executive Director

   b. Level two ($1,200 - $1,700)
      Director of Employment and Training Programs
      Director of Aging Programs
      Director of Finance

   c. Level three ($975 - $1,375)
      Assistant Director for Planning (CETA)
      Assistant Director for Operations (CETA)

   d. Level four ($850 - $1,275)
      Director of Information Services
      Administrative Assistant

2. Professional

   a. Level one ($1,125 - $1,550)
      Director of Community Development
      Director of Economic Development
      Director of Alcohol Abuse Program
      Director of Criminal Justice Planning
      Director of Law Enforcement Training
      Director of Regional Services
      Director of Rural CETA Planning

b. Level two ($1,000 - $1,400)
Program Planner - CETA, Aging

Program Coordinator - PIC, M & E, PSE, Intake, Nutrition, Title IIB & IV

Counselor II

c. Level three ($850 - $1,250)
Counselor I

Interviewer

Program Specialist - Aging, Title IV

d. Level four ($700 - $1,000)
Program Assistant - M & E, Research, Planning

3. Technical/Clerical

a. Level one ($675 - $925)
Budget Specialist

General Bookkeeper

b. Level two ($650 - $875)
Executive Secretary

Administrative Coordinator

MIS Specialist

c. Level three ($590 - $825)
Administrative Secretary

Program Clerk - M & E, Intake

Finance Clerk

Receptionist

d. Level four ($550 - $775)
File Clerk

Clerk Typist

4. Trade

a. Level one ($750 - $1,050)
Printer

Staff positions may be reclassified if warranted by significant changes in job duties or in any of the other factors which have a bearing on classification. A new job description will be developed to reflect any job changes which result in reclassification.

Merit Pay Increases

Merit pay increases may be awarded to SPAG employees when warranted by performance and depending upon availability of funds. Merit pay increases are not automatic and are not for the purpose of rewarding longevity. Failure to receive a merit pay increase shall not be regarded as a negative personnel action. An employee whose rate of compensation is at the maximum allowed for his/her job classification and level shall not be eligible for merit pay increases.

Employee Performance Review

There shall be a written performance review of each SPAG employee accompanied by an interview at least annually. Designated supervisory personnel shall conduct performance reviews of their subordinates. Performance review records shall be maintained in individual employee personnel files.

Ordinarily there will be a performance review at the end of the initial six month probationary employment period, and an annual performance review thereafter. However, a formal performance review may be conducted at any time to recognize and document occasions of either unsatisfactory or outstanding performance.

The Executive Director shall examine and initial performance review documents after they have been signed by the employee and reviewing supervisor, and before they are placed in the personnel file.

Personnel Files

Individual personnel files shall be maintained on all SPAG employees. Each personnel file shall contain a copy of the employee's application, a record of

personnel actions regarding pay, promotion, transfer, etc., performance review records, and other pertinent information having a bearing on the employee's status. Personnel files are available only to SPAG staff members having a legitimate need for access to them, or as otherwise authorized by the Executive Director. Any employee may request to examine the contents of his own individual personnel file. However, no employee is authorized to remove any personnel file.

Recruiting

Recruiting for individuals to fill jobs classified as technical/clerical will ordinarily be confined to the Lubbock labor market area. Recruiting for other job classifications may be extended to the state or national labor market depending upon circumstances.

SPAG employees are eligible and encouraged to apply for available positions for which they possess necessary qualifications. Notices of staff vacancies shall be posted in the SPAG offices to assure employees of opportunity to make application for vacant positions.

When recruiting for technical/clerical personnel, notice shall be posted in the SPAG offices, listed with Texas Employment Commission, and advertised in the Lubbock Avalanche-Journal and other newspapers having substantial minority audiences.

When recruiting for personnel in classifications other than technical/clerical, notification in addition to that required for technical/clerical personnel, will be sent to the Governor's Office of Budget and Planning, the equal opportunity division of the Texas Department of Community Affairs, the Texas Tech University placement service, and other councils of governments in Texas. Job notices may also be placed in professional journals or other publications having statewide or national circulation.

All job advertisements shall include the notification that South Plains Association of Governments is an equal opportunity employer.

Adequate records shall be maintained to document each recruitment procedure initiated by SPAG.

Selection of applicants shall be on the basis of merit and qualification with no consideration of seniority, age, race, color, sex, religion, national origin, handicap, or other non job related factor.

New Employees

New employees will be provided copies of the SPAG personnel policies and briefed on administrative procedures, employee benefits, etc., preferably on the morning of their first day on the job.

Terminations

There will be an exit interview of each employee who terminates employment with SPAG. Exit interviews will be conducted on the last day of employment by the Executive Director or a designated representative. Following the exit interview, the employee will sign a personnel action form acknowledging his awareness of its content. Terminating employees will be given appropriate termination pay or benefit checks at the close of the exit interview.

Disciplinary Action

Disciplinary action may be taken against any employee by the Executive Director for just cause. Just cause for disciplinary action shall be job related and shall include but not be limited to:

1. Illegal, unethical, abusive, or unsafe acts
2. Violation of written instructions
3. Insubordination

4. Neglect or abandonment of duties
5. Tardiness or absence without leave
6. Falsification of official documents or records
7. Being under the influence of drugs or intoxicating beverages on the job
8. Waste, damage, or unauthorized use of SPAG property or supplies
9. Unauthorized use or disclosure of official information
10. Unauthorized or improper use of official authority
11. Unprofessional conduct

Formal disciplinary action may include:

1. Written reprimand
2. Denial or delay of individual pay increases
3. Suspension without pay, not to exceed 30 calendar days
4. Reduction in pay
5. Demotion
6. Dismissal

Formal disciplinary action shall be accomplished or preceded by written notice to the employee involved. Notice shall include a description of the cause of the action and, except in the case of dismissal, shall state the likely consequences of further unsatisfactory performance and/or conduct. Written notice of disciplinary action shall be included in the employee's personnel file.

Disciplinary action shall not automatically nor permanently disqualify an employee from consideration for future promotion, pay increases, recommendations, or other beneficial official personnel action.

An employee under official investigation for a crime or official misconduct, or awaiting trial in a criminal matter may be suspended without pay for the duration of the investigation or proceedings when such suspension would be in the best interests of SPAG and the public. If the investigation or proceedings clear the employee, he/she shall be eligible to return to work and the suspension shall not be considered to be disciplinary in nature.

Any employee who is suspended for disciplinary reasons, or whose employment has been involuntarily terminated, shall be entitled to appeal to and receive a hearing by the SPAG Board of Directors or a committee of Board members appointed for such purpose. In order to be entitled to a hearing the employee must provide written notification to the Executive Director within 72 hours of suspension or termination.

Grievances

Aside from appeal procedures described above, SPAG employees are entitled to present legitimate grievances regarding conditions affecting their employment. No adverse action shall be taken against any employee for reason of his/her exercise of grievance privileges.

The following steps constitute the prescribed formal grievance procedure.

1. The employee shall present his/her grievance in writing to his/her immediate supervisor. Specific remedial action requested by the employee shall be included in the written grievance. Within five working days of receipt of a written grievance, the supervisor and the aggrieved employee shall meet with the equal employment officer and attempt to resolve the grievance. Both the written grievance and a written report by the equal employment officer of its resolution shall become a part of the employee personnel file. If the supervisor and/or the equal opportunity officer fail to respond within five working days, the employee may present his grievance to the Executive Director.
2. An employee may request a hearing by the staff grievance review committee if the supervisor and equal employment officer are unable to resolve the grievance. The grievance committee shall make a written report and recommendation to the Executive Director which shall become a part of the aggrieved employee's personnel file.

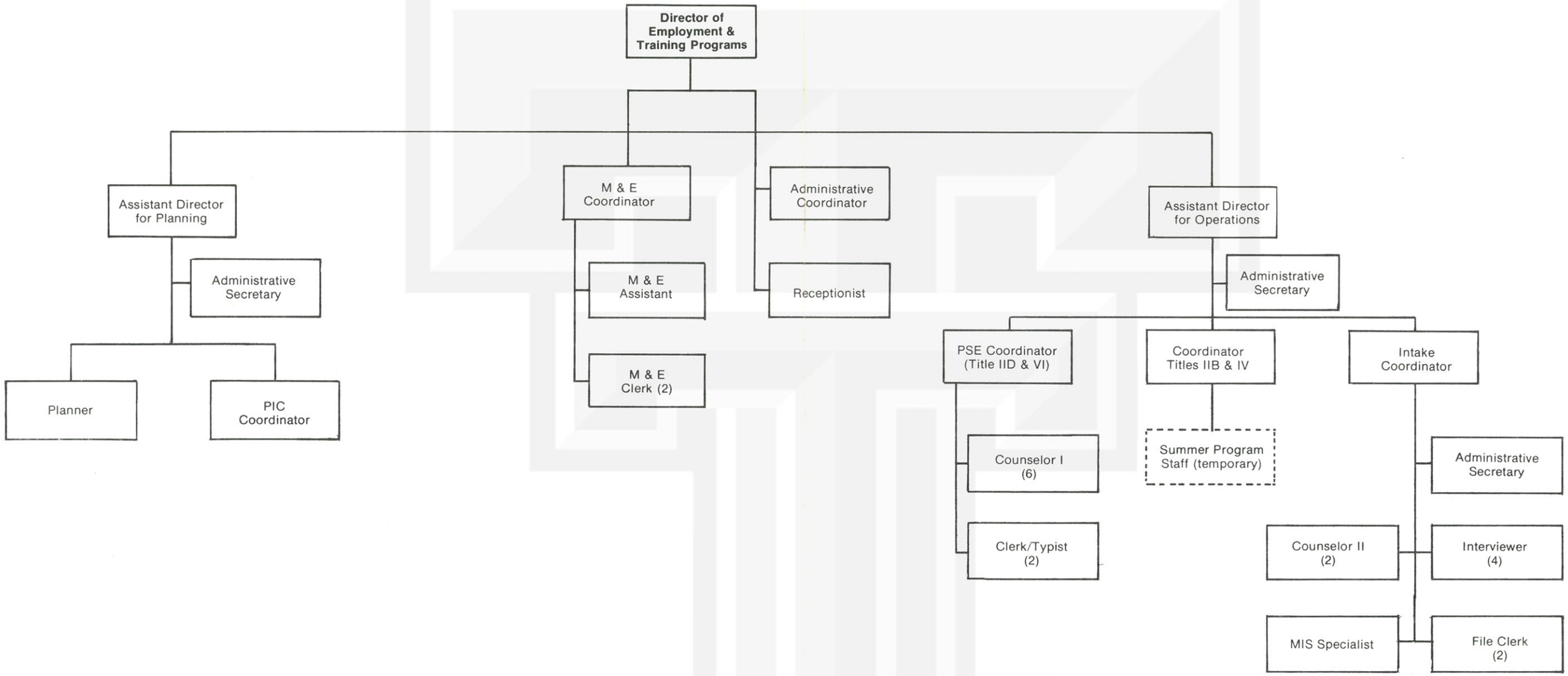
3. An employee who is dissatisfied with the disposition of his/her grievance by the staff grievance committee or the Executive Director in step two, may request a hearing from the grievance committee of the Board of Directors. Board action on any employee grievance shall constitute final SPAG action in the grievance procedure.

Personnel Availability

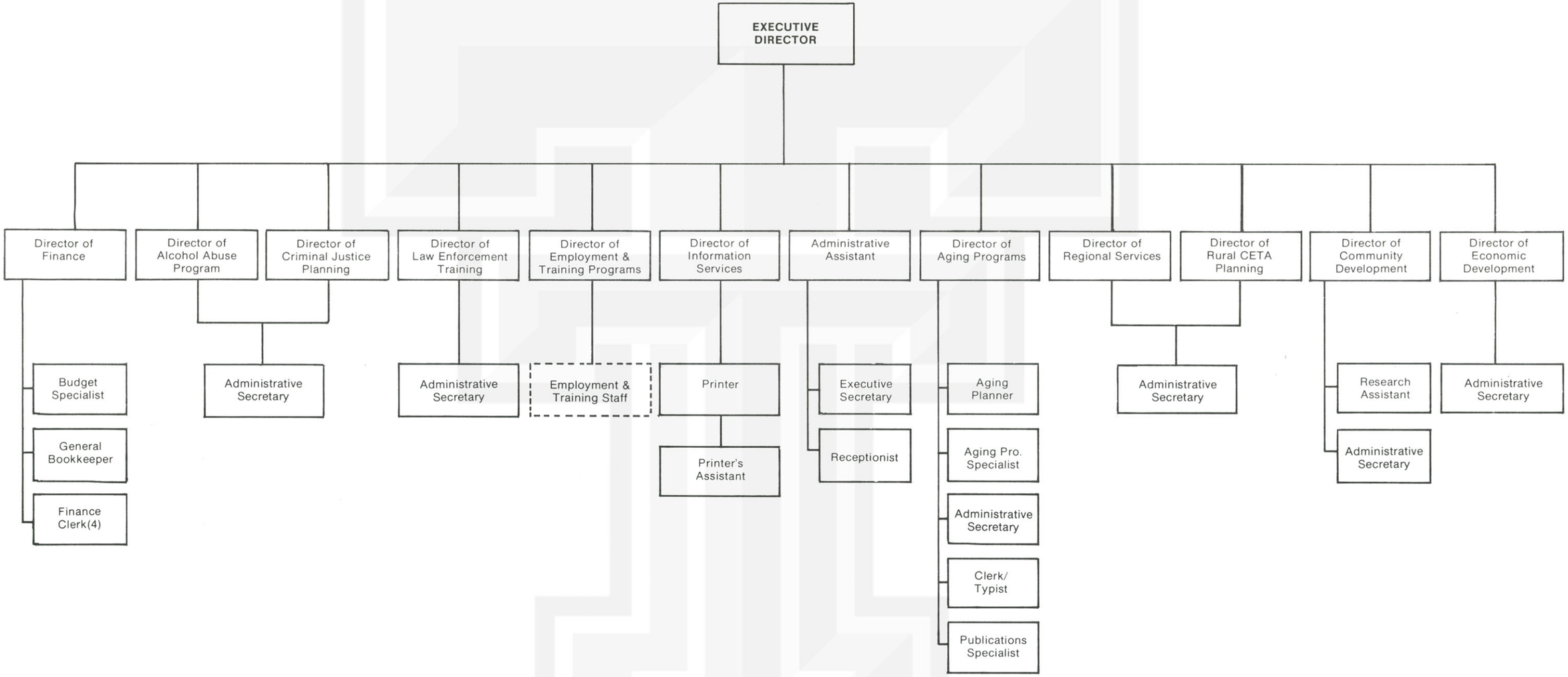
Employees are responsible for the punctual observance of office hours and are expected to be available during such hours and at such appropriate other times as may be required for effective discharge of their duties. Employees who are absent during office hours are responsible for notifying their supervisor and the SPAG receptionist of their whereabouts and expected time of return if absent on personal or SPAG business. Employees who fail to report to the office because of illness or other contingency are responsible for notification of their supervisor at the earliest opportunity regarding the circumstances of their absence. Employees on extended absence, except those on annual vacation leave, are responsible for maintaining periodic contact to keep their supervisor currently informed regarding the circumstances of such extended absence.

STAFF ORGANIZATION

EMPLOYMENT & TRAINING STAFF ORGANIZATION
January, 1980



SOUTH PLAINS ASSOCIATION OF GOVERNMENTS
STAFF ORGANIZATION
January, 1980



JOB DESCRIPTIONS

Executive Director

General Description

The executive director is the chief administrative officer of the South Plains Association of Governments and the principal policy advisor to the Board of Directors and its Executive Committee. The executive director is responsible for execution of policies adopted by the General Assembly, Board of Directors, and Executive Committee. Responsibilities include overall management of SPAG operations and staff on a daily basis; recruitment, selection, appointment, tenure, and utilization of staff; intergovernmental relations; program development; and overall organizational effectiveness. The executive director has substantial latitude for the exercise of independent judgment within constraints of policies adopted by the SPAG governing bodies.

Examples of Work Performed

Promulgation and implementation of procedures for management of SPAG finances, property, programs, and personnel.

Maintenance of contact with members of governing bodies and local elected officials of the region.

Maintenance of liaison with state and federal agencies and other organizations having relationships with SPAG.

Representing SPAG before official, civic, and private groups.

Plans, organizes, and participates in meetings of governing bodies.

Reviews all agency operations and staff activities.

Desirable Education and Experience

Degree in public administration, business administration, or closely related field and five years of progressively responsible senior level management experience, preferably in municipal government or a regional council of governments.

Desirable Knowledge, Skill, and Ability

Knowledge of local government organization and intergovernmental structure in Texas.

Knowledge of current principles and practices applicable to the conduct of regional or areawide planning.

Skill in administrative organization and management.

Skill in conflict resolution.

Executive Director
Continued

Ability to recognize and develop pertinent issues appropriate for the attention of local governments individually or collectively through the association of governments.

Ability to effectively coordinate and direct a multidisciplinary staff in the development and implementation of a multifunctional program.

Director of Employment and Training Programs

Classification: Administrative/Managerial
Level: 2
FLSA: Exempt

General Description

The director of employment and training programs is responsible to the executive director for overall CETA operations related to the SPAG role as administrative agent for the South Plains Employment and Training Consortium. The director of employment and training programs is responsible for supervision of program staff, advisory committee operations, and program administration. Significant latitude exists for the exercise of independent judgment.

Examples of Work Performed

Provide training and daily supervision of program staff.

Negotiate agreements and provide technical assistance to program contractors.

Serve as secretariat to advisory bodies.

Advise executive director regarding CETA program operations and policy needs.

Development and distribution of instructions and directives as necessary for compliance with CETA regulations.

Interview and recommend individuals to the executive director for appointment to program staff.

Attend or conduct necessary meetings with outside individuals, groups, organizations, and agencies.

Desirable Education and Experience

Degree in public administration, business administration, or related field, and four years of progressively responsible administrative experience; or, appropriate education and two years of responsible experience in the planning and operation of employment and training programs in the public sector.

Desirable Knowledge, Skill, and Ability

Knowledge of current CETA law and regulations.

Skill in administrative organization and management.

Ability to effectively communicate complex concepts, both in writing and orally.

Director of Employment and Training Programs
Continued

Ability to integrate program requirements into SPAG overall objectives and procedures.

Director of Aging Programs

Classification: Administrative/Managerial
Level: 2
FLSA: Exempt

General Description

The director of aging programs is responsible to the executive director for administration and operation of the SPAG aging program and for supervision of program staff. The director of aging programs is responsible for coordinating the activity of advisory bodies, development of agreements with program contractors, and providing technical assistance to appropriate service delivery organizations. Significant latitude exists for the exercise of independent judgment.

Examples of Work Performed

Negotiates agreements with service delivery organizations and monitors performance of program contractors.

Serves as secretariat for program advisory bodies.

Provides day to day training, supervision, and direction to program staff.

Interviews and recommends individuals to the executive director for appointment to program staff.

Conducts and participates in appropriate conferences, meetings, and seminars.

Prepares grant applications and administers their execution.

Desirable Education and Experience

Degree in public administration or appropriate social service field and two years of supervisory experience in planning and operation of programs for the elderly, preferably in a public agency; or, appropriate degree and four years of experience in operation of services for the elderly.

Desirable Knowledge, Skill, and Ability

Knowledge of provisions of the Older Americans Act and applicable regulations.

Knowledge of social service delivery systems in Texas.

Skill in administrative organization and management.

Skill in written and oral communications.

Director of Aging Programs
Continued

Ability to develop workable and effective responses, utilizing available resources, to perceived needs.

Ability to effectively integrate program requirements into SPAG overall programs.

Director of Finance

Classification: Administrative/Managerial
Level: 2
FLSA: Exempt

General Description

The director of finance is the principal financial advisor to the executive director and is responsible to the executive director for overall SPAG financial administration. The director of finance supervises the financial staff, prepares reports, recommends appropriate record keeping forms and procedures, prepares and/or reviews budgets, and provides assistance to program staff.

Examples of Work Performed

Provide training and daily supervision of financial staff.

Design necessary forms and procedures for financial record keeping and reporting.

Prepare and review financial reports.

Prepare and review appropriate budgets, contracts, and agreements.

Interview and recommend individuals to the executive director for appointment to the financial staff.

Participate in appropriate meetings, conferences, and seminars.

Provide assistance as necessary to SPAG contractor financial staff.

Desirable Education and Experience

Degree in accounting, finance, or closely related field and four years of experience in public finance with two years of supervisory experience; or, appropriate degree and six years of progressively responsible public accounting or financial management experience, preferably in a regional council of governments or local government.

Desirable Knowledge, Skill, and Ability

Extensive knowledge of current principles and practices of public accounting and financial management.

Knowledge of state and federal financial record keeping and reporting requirements.

Skill in administrative organization and management.

Ability to develop procedures and reports and effectively communicate their use and significance.

Director of Finance
Continued

Ability to respond creatively to a variety of requests for diverse financial analyses.

Assistant Director for Planning (CETA)

Classification: Administrative/Managerial
Level: 3
FLSA: Exempt

General Description

The assistant director for planning is responsible to the director of employment and training for day to day supervision of program planning staff and for the timely and accurate preparation of necessary plans, planning information, and other required products.

Examples of Work Performed

Develop program grant applications and contracts in accordance with regulations and SPAG policies.

Monitor program operations and prepare periodic assessments of program effectiveness.

Review reports and plans initiated by program planning staff.

Initiate necessary EEO reports.

Desirable Education and Experience

Degree in public administration, business administration, or related field and experience in employment and training programs, preferably in a regional council of governments.

Desirable Knowledge, Skill, and Ability

Knowledge of current CETA law and appropriate regulations.

Skill in administrative organization and management.

Ability to develop workable plans based upon available information and resources.

Assistant Director for Operations (CETA)

Classification: Administrative/Managerial
Level: 3
FLSA: Exempt

General Description

The assistant director for operations is responsible to the director of employment and training programs for day to day supervision of program operations staff involved in the implementation of employment and training plans.

Examples of Work Performed

Review program operations and develop appropriate management reports as needed.

Interpret and distribute CETA program regulations, issuances, and directives.

Develop appropriate directives for SPAG staff and contractors providing program services.

Maintain property management procedures in accordance with regulations.

Develop and distribute publication as necessary for CETA program operations.

Desirable Education and Experience

Degree in public administration, business administration, or related field and experience in CETA program operations, preferably in a regional council of governments or local government.

Desirable Knowledge, Skill, and Ability

Knowledge of CETA law and appropriate regulations.

Skill in written and oral communication.

Ability to interpret, synthesize, and effectively apply a variety of technical information.

Director of Information Services

Classification: Administrative/Managerial
Level: 4
FLSA: Exempt

General Description

The director of information services is responsible for development and production of the SPAG newsletter, annual report, regional directory, and a variety of other publications of informational nature. The director of information services is responsible for overall operation and supervision of the SPAG print shop and its personnel. The director of information services is responsible for development of an overall public information program to present SPAG activities in the most favorable context.

Examples of Work Performed

Maintenance of SPAG mailing lists in a current status.

Collection and compilation of news articles of importance to SPAG.

Preparation and distribution of news releases as appropriate.

Responding to requests for information concerning SPAG and its programs.

Preparation, production, and distribution of SPAG publications.

Desirable Education and Experience

Degree in journalism, English, marketing, communications, or appropriately related field and experience in editing, writing, and production of publications.

Desirable Knowledge, Skill, and Ability

Knowledge of printing and publication techniques.

Skill in design, layout, and writing of informational materials.

Skill in the use of a camera and in the use of photography in informational publications.

Ability to assimilate technical information and write descriptive narratives using such information.

Ability to meet production deadlines.

Administrative Assistant

Classification: Administrative/Managerial
Level: 4
FLSA: Exempt

General Description

The administrative assistant is responsible to the executive director for the day to day administrative details of all aspects of personnel administration, governing body operations, advisory committee operations, and internal agency management and housekeeping processes.

Examples of Work Performed

Initiates and maintains records of staff recruiting activities.

Maintains personnel records in current status.

Arranges meetings and travel schedules for Board of Directors.

Prepares, maintains, and reviews agency affirmative action plan.

Administers all employee benefit programs and maintains appropriate records.

Desirable Education and Experience

Degree in public administration and experience in personnel administration, office management, or related activities in regional council of governments or local government; or, extensive local government administrative experience in a generalist position.

Desirable Knowledge, Skill, and Ability

Knowledge of intergovernmental relations in Texas.

Skill in administrative organization and management.

Ability to effectively control a diversity of activities.

Ability to develop creative solutions to unusual problems.

Director of Community Development

Classification: Professional
Level: 1
FLSA: Exempt

General Description

The director of community development is responsible for development and preparation of plans and reports related to physical development of the region and individual communities. Responsibilities include coordination of advisory committees, provision of technical assistance to member governments, supervision of staff, and coordination of consultant activities.

Examples of Work Performed

Collection, analysis, and interpretation of data necessary for the planning process.

Development of plans and planning programs in response to regional needs, local needs, and funding agency requirements.

Planning, scheduling, and conduct of meetings.

Maintenance of liaison with local governments and state and federal agencies.

Preparation of applications and provision of assistance to member governments in the preparation of applications.

Desirable Education and Experience

Degree in planning or closely related field and two years of responsible experience in a regional planning organization or municipal planning department.

Desirable Knowledge, Skill, and Ability

Knowledge of principles and practices of comprehensive regional planning.

Knowledge of federal assistance program requirements.

Well developed communications skills.

Ability to identify specific planning needs and to develop responsive programs within a comprehensive approach.

Ability to coordinate diversified regional planning activities among numerous agencies, groups, and local governments.

Director of Economic Development

Classification: Professional
Level: 1
FLSA: Exempt

General Description

The director of economic development is responsible for preparation and implemention of the regional overall economic development plan, for coordintion of an advisory committee, and for providing technical assistance to member governments. Extensive travel throughout the region is required.

Examples of Work Performed

Collection and analysis of necessary planning data.

Preparation and revision of overall economic plan document.

Scheduling and organization of meetings.

Maintenance of liaison with local government officials and state and federal agencies.

Desirable Education and Experience

Degree in economics, business administration, or related field and two years of experience in industrial or economic development, preferably in a regional or areawide agency.

Desirable Knowledge, Skill, and Ability

Knowledge of Economic Development Administration program requirements and regulations.

Knowledge of principles of industrial location and techniques of economic development.

Skill in oral and written communication.

Ability to perceive local needs and effectively develop available resources to meet them.

Ability to simultaneously coordinate a number of diversified projects.

Director of Alcohol Abuse Program

Classification: Professional
Level: 1
FLSA: Exempt

General Description

The director of the alcohol abuse program is responsible to the executive director for the preparation and distribution of an annual regional plan for the coordinated delivery of alcohol abuse related services, for coordination of an advisory committee, for technical assistance to service providers, and for administration of grants or contracts related to SPAG alcohol abuse activities. Substantial latitude exists for the exercise of independent judgment.

Examples of Work Performed

Collection, analysis, and interpretation of data related to alcohol abuse.

Development and conduct of educational and training meetings, conferences, and seminars.

Maintenance of relevant published literature.

Preparation of informational reports, brochures, etc.

Preparation of grant applications and administrative reports necessary for their administration.

Desirable Education and Experience

Degree in public administration or appropriate social science and administrative experience, preferably in a public agency or suitable equivalent combination of education and experience.

Desirable Knowledge, Skill, and Ability

Knowledge of legal and institutional arrangements for delivery of alcohol abuse related services in Texas.

Skill in oral and written communications.

Ability to adapt available resources to meet identified service needs.

Director of Criminal Justice Planning

Classification: Professional
Level: 1
FLSA: Exempt

General Description

The director of criminal justice planning is responsible for development of the regional criminal justice plan. Responsibilities include the provision of technical assistance to member governments, coordination of advisory committees, and administration of criminal justice planning grant funds.

Examples of Work Performed

Assists local governments in development of criminal justice projects and grant applications.

Collects, analyzes, and interprets data necessary for development of plans.

Represents and promotes regional and local projects at state agency meetings.

Plans, schedules, and participates in meetings and conferences.

Maintains liaison with local criminal justice officials and with state and federal agencies.

Desriable Education and Experience

Degree in criminal justice planning, public administration, or businesss administration and one year of experience in a criminal justice or law enforcement agency.

Desirable Knowledge, Skill, and Ability

Knowledge of Texas criminal justice system.

Knowledge of criminal justice aid program requirements.

Ability to match aid program resources to local agency needs.

Ability to coordinate a number of different projects simultaneously.

Skill in oral and written communication.

Director of Law Enforcement Training

Classification: Professional
Level: 1
FLSA: Exempt

General Description

The director of law enforcement training is responsible for operation and administration of the SPAG law enforcement academy and for coordination of the law enforcement advisory committee. The position includes general responsibility for all SPAG activities related to law enforcement training. Extensive travel within the region is required. Substantial latitude exists for the exercise of independent judgment in discharge of position responsibilities.

Examples of Work Performed

Preparation and administration of law enforcement training grant.

Instruction of law enforcement classes as necessary.

Arrangements of schedules, facilities, and instructors for law enforcement training classes.

Maintenance of liaison with law enforcement agencies throughout the region.

Desirable Education and Experience

Degree in criminal justice or other appropriate field with five years of experience as a commissioned law enforcement officer and intermediate and instructor certification by the Texas Commission on Law Enforcement Officer Standards and Education.

Desirable Knowledge, Skill, and Ability

Knowledge of the criminal justice system in Texas.

Knowledge of law enforcement training requirements and needs.

Skill in administrative organization and management.

Ability to work effectively with local law enforcement agencies.

Director of Regional Services

Classification: Professional
Level: 1
FLSA: Exempt

General Description

The director of regional services is responsible for providing technical assistance to member governments. Many activities of the position are of special significance, are short term or one time projects, or are outside the realm of usual SPAG functional responsibilities. Extensive travel throughout the region is required. Significant latitude exists for the exercise of independent judgment.

Examples of Work Performed

Provides information to local officials about aid programs and provides assistance in the preparation of applications.

Plans, schedules, and conducts meetings to inform or train local officials.

Maintains liaison with officials of local governments and state and federal agencies.

Coordinates regional clearinghouse review activities.

Desirable Education and Experience

Degree in public administration, business administration, or related field and one year of experience in local government or a regional council of governments.

Desirable Knowledge, Skill, and Ability

Knowledge of local government organization and intergovernmental relations in Texas.

Skill in coordination of numerous diversified activities.

Ability to quickly grasp assistance program requirements and match them with local government needs.

Ability to effectively communicate complex concepts in writing and orally.

Director of Rural CETA Planning

Classification: Professional
Level: 1
FLSA: Exempt

General Description

The director of rural CETA planning is responsible for development of plans to guide the balance of state CETA program within the region and for assessment of the program. Responsibilities include coordination of an advisory body, grant administration, and liaison with program operators and Texas Department of Community Affairs.

Examples of Work Performed

Collection, analysis, and interpretation of data necessary for plan development and program assessment.

Scheduling, planning, and participation in meetings.

Maintenance of liaison with CETA program operators.

Preparation and transmittal of required program reports.

Desirable Education and Experience

Degree in public administration, business administration, planning, or appropriate social science and administrative experience in the CETA program or in a human services planning capacity.

Desirable Knowledge, Skill, and Ability

Knowledge of CETA, applicable program regulations, and administrative structure in Texas.

Knowledge of local government organization and intergovernmental relations in Texas.

Skill in oral and written communication.

Skill in collection, analysis, and interpretation of data.

Ability to adapt available resources to effectively respond to identified needs.

Ability to coordinate planning function with program operations of other agencies.

CETA Program Planner

Classification: Professional
Level: 2
FLSA: Exempt

General Description

The CETA program planner is responsible for research, development, and preparation of the master plan and annual plan for operation of the South Plains CETA consortium. Responsibilities include necessary plan modifications, contract development, and technical assistance to program contractors.

Examples of Work Performed

Collection, analysis, and interpretation of data necessary for plan development.

Monitoring of contracts for compliance with plan.

Evaluation of contractor program performance.

Assisting contractors with budget or contract modification as necessary.

Desirable Education and Experience

Degree in public administration, business administration, planning, or related field and one year of experience in administration or planning of employment and training programs, preferably in a local or areawide organization.

Desirable Knowledge, Skill, and Ability

Knowledge of CETA law and applicable program regulations.

Knowledge of local government organization and intergovernmental relationships in Texas.

Skill in oral and written communication.

Skill in statistical analysis.

Ability to develop contracts, budgets, and performance criteria and effectively utilize them.

Ability to creatively respond to changes in program needs and requirements.

Aging Program Planner

Classification: Professional
Level: 2
FLSA: Exempt

General Description

The aging program planner is responsible for the collection of data necessary for development of the area plan, development and preparation of the plan, preparation and distribution of a newsletter, advisory committee operations, and the preparation of administrative reports.

Examples of Work Performed

Plans, schedules, and participates in meetings.

Initiates development of needed services identified in the planning process.

Maintains liaison with service provider organizations, local governments, and state agencies.

Maintains a statistical profile of senior citizens in each county of the region.

Supervises assigned personnel as necessary.

Desirable Education and Experience

Degree in gerontology or appropriate social science and one year of experience in the delivery of social services or in planning and administration of social service programs, preferably in a local government or areawide organization.

Desirable Knowledge, Skill, and Ability

Knowledge of provisions of the Older Americans Act and applicable regulations.

Knowledge of the social service delivery system in Texas.

Skill in oral and written communication.

Skill in administrative management.

Ability to develop and administer contracts between SPAG and service delivery organizations.

Ability to simplify and effectively communicate complex concepts.

Program Coordinator

(Nutrition, PIC, M & E, PSE, Intake, Title IIB & IV)

Classification: Professional
Level: 2
FLSA: Exempt

General Description

Program coordinators are generally responsible for day to day field operations of specific, identified components of major programs. Responsibilities typically include coordination of program components with overall program goals, coordination of activities of contractors and other organizations, program monitoring and reporting, and technical assistance to contractors. Program coordinators are generally responsible to program directors for implementation and effectiveness of program components.

Examples of Work Performed

Monitoring and evaluation of program or contractor operations.

Preparation of reports.

Maintenance of liaison with outside organizations and individuals through personal and written contact.

Development of resources as necessary to secure delivery of program services.

Supervision of staff as assigned.

Desirable Education and Experience

Degree in public administration, business administration, or other appropriate discipline and one year of experience in an area related to appropriate program, preferably in a local or areawide organization.

Desirable Knowledge, Skill, and Ability

Knowledge of legislation, regulations, and organizational arrangements related to appropriate program.

Knowledge of objectives of specific program component or activity for which responsibility is assigned.

Skill in oral and written communication.

Skill in coordination of specific activities with overall program operations.

Ability to recognize operational problems and develop effective responses.

Ability to adapt program operations to changes in requirements.

Counselor II

Classification: Professional
Level: 2
FLSA: Exempt

General Description

Counselors are responsible for providing assistance to individual CETA program participants by providing testing and assessment of potential, personal advice, occupational guidance, and information.

Examples of Work Performed

Administration and analysis of tests.

Preparation of employability development plans for CETA participants.

Coordination of participant activities with employers.

Monitoring of participant progress.

Participate in development of effective training programs.

Supervise personnel as assigned.

Desirable Education and Experience

Graduate degree in Guidance and Counseling or appropriate closely related field and one year of vocational counseling, preferably in conjunction with employment and training programs. State certification as a test administrator is required for all Counselor II personnel.

Desirable Knowledge, Skill, and Ability

Knowledge of CETA program objectives, goals, and resources.

Knowledge of available supportive services in the labor market area served by the program.

Skill in matching individual capabilities with available opportunities.

Ability to develop effective relationships with program participants.

Counselor I

Classification: Professional
Level: 3
FLSA: Exempt

General Description

The counselor I is responsible for interviewing potential CETA participants, for maintaining contact with program participants to provide necessary assistance and guidance, and for maintaining contact with employers of program participants.

Examples of Work Performed

Interviewing of program applicants to determine eligibility for program participation.

Provide referrals to supportive service organizations.

Maintain library of counseling and testing materials.

Disburse participant payroll checks.

Collect and verify participant time and attendance reports.

Desirable Education and Experience

Degree in counseling or closely related field and one year of experience in counseling, preferably in connection with employment and training programs operated by a local or areawide organization.

Desirable Knowledge, Skill, and Ability

Knowledge of CETA law and applicable program regulations.

Knowledge of vocational opportunities and supportive services available in program labor market area.

Skill in job development within the local community.

Ability to establish and maintain effective working relationships with CETA program participants.

Ability to effectively respond to changing conditions and program requirements.

Interviewing Counselor

Classification: Professional
Level: 3
FLSA: Exempt

General Description

The interviewing counselor is responsible for interviewing applicants for determining participant eligibility and title assignments.

Examples of Work Performed

Screening and determining eligibility for all titles of CETA.

Collect and verify applicant's work histroy, income and other pertinent information.

Coordination of participant referrals with counselors.

Coordination of ineligible applicants with TEC and/or other human resource agencies.

Desirable Education and Experience

Degree in counseling or closely related field and one year of experience interviewing, preferably in connection with Employment and Training Programs.

Desirable Knowledge, Skill and Ability

Knowledge of CETA law and eligibility criteria.

Skill in interviewing and gathering sufficient information from applicants.

Ability to respond to changes in programs, requirements, and regulations.

Program Specialist

(Aging - Title IV)

Classification: Professional
Level: 3
FLSA: Exempt

General Description

Program specialists are generally concerned with monitoring and evaluation of operations to assure compliance with applicable regulations, fulfillment of contractual agreements, and associated reporting and recordkeeping. Responsibilities include technical assistance to program operators as necessary.

Examples of Work Performed

Conduct on site visits to determine compliance of operations with regulations and contract provisions.

Receive and analyze required reports from program operators.

Prepare necessary program reports.

Maintain necessary records and files.

Perform follow up activities to assure necessary or directed corrective actions in operations have been taken.

Desirable Education and Experience

Degree in appropriate social science and experience in program operation and administration related to field of assignment, preferably in a local government or areawide organization.

Desirable Knowledge, Skill, and Ability

Knowledge of laws and regulations applicable to the program to which assigned.

Knowledge of organizational arrangements and contracts by which program services are delivered.

Skill in oral and written communications.

Skill in analyzing and evaluating program operations.

Ability to effectively interact with outside organizations and individuals.

Program Assistant

(M&E - Planning - Research)

Classification: Professional
Level: 4
FLSA: Non Exempt

General Description

Program assistants are responsible for providing research, administrative, and technical support to supervisors having responsibility for program operations.

Examples of Work Performed

Collection and compilation of program data necessary for planning, evaluating, or reporting.

Collection of appropriate regulations, instructions, contracts, reports, etc.

Development and maintenance of necessary files, records, etc.

Follow-up on adherence to standard in house administrative procedures.

Attendance and participation in meetings.

Desirable Education and Experience

Degree in field appropriately related to SPAG program work assignment and work experience in a public agency.

Desirable Knowledge, Skill, and Ability

Knowledge of laws, regulations, and requirements related to program work assignment.

Skill in statistical analysis and presentation.

Ability to develop and apply relevant criteria for evaluation of program operations.

Budget Specialist

Classification: Technical/Clerical
Level: 1
FLSA: Non Exempt

General Description

The budget specialist is responsible for preparation and analysis of budgetary accounting reports for individual grants and projects.

Examples of Work Performed

Preparation of expenditure reports.

Preparation of requests for payment.

Verification of postings to subsidiary ledger.

Maintain records of cash balances by appropriate accounts.

Desirable Education and Experience

High school diploma or equivalent with formal training in bookkeeping and one year of bookkeeping experience.

Desirable Knowledge, Skill and Ability

Knowledge of basic accounting concepts and principles.

Skill in the operation of office machines.

Ability to prepare accurate reports in a timely manner and maintain current, accurate records.

General Bookkeeper

Classification: Technical/Clerical
Level: 1
FLSA: Non Exempt

General Description

The general bookkeeper is responsible for posting, balancing, and maintaining the SPAG general ledger and various associated accounting and bookkeeping duties.

Examples of Work Performed

Posting and balancing of general and supporting journals.

Maintenance of a grant register.

Record and deposit daily cash receipts.

Preparation of accounts receivable statements.

Preparation of necessary tax reports.

Desirable Education and Experience

High school diploma or equivalent with formal training in bookkeeping and one year of substantial bookkeeping experience.

Desirable Knowledge, Skill, and Ability

Knowledge of current bookkeeping principles and practices.

Skill in the operation of office machines.

Ability to accurately post, balance, and analyze accounts and maintain necessary supporting records.

Executive Secretary

Classification: Technical/Clerical
Level: 2
FLSA: Non Exempt

General Description

The executive secretary provides administrative support for SPAG general management functions and serves as secretary to the executive director and administrative assistant. As required, the executive secretary also provides necessary support to other staff members.

Examples of Work Performed

Types and maintains files of correspondence, etc. generated by the executive director's office.

Types certain financial reports prepared by the finance office.

Coordinates internal circulation of information materials.

Receives and distributes daily incoming mail.

Maintains a record of daily cash receipts.

Records and prepares minutes for meetings of Executive Committee, Board of Directors, and General Assembly.

Assembles meeting agenda and information enclosures for policy body meetings.

Desirable Education and Experience

High school diploma or equivalent with formal secretarial training and two years of experience in a responsible secretarial position; tested accurate typing speed of 60 w.p.m. and tested spelling proficiency required.

Desirable Knowledge, Skill and Ability

Knowledge of effective office work flow, filing, scheduling, and time management techniques.

Skill in public relations.

Ability to produce effective results under the pressure of schedules and deadlines.

Administrative Coordinator

Classification: Technical/Clerical
Level: 2
FLSA: Non Exempt

General Description

The administrative coordinator performs administrative duties for CETA project director and staff. Does work of a confidential nature and relieves principals of designated administrative details.

Examples of Work Performed

Develops and maintains CETA Central Administrative Filing System, collating information to provide easy access for various CETA reporting requirements.

Types material from written copy, recorded dictation and/or shorthand notes in final form.

Assures control and distribution of contracts, proposals, etc., for CETA programs.

Prepares, in final form, outgoing correspondence without assistance.

Manages routine office functions to maximize administrative efficiency.

Operates a central filing system for ordering and disbursement of office supplies.

Provides technical assistance to CETA secretaries in the performance of their duties.

Finalizes staff travel arrangements.

Schedules appointments, meetings, etc., and maintains a record of such arrangements.

Performs other administrative duties as assigned.

Desirable Education and Training

Associate Degree or equivalent with formal secretarial training. Recent successful secretarial experience can be substituted for up to one year of formal education. Tested accurate typing of 60 w.p.m. and tested spelling proficiency required.

Desirable Knowledge, Skill and Ability

Knowledge of effective office work flow, filing, scheduling, and time management techniques.

Skill in administrative scheduling and determination of workload priorities.

Ability to effectively perform with a minimum of supervision.

MIS Specialist

Classification: Technical/Clerical
Level: 2
FLSA: Non Exempt

General Description

MIS Specialist works under the direct supervision of the Intake Coordinator. Will be responsible for keeping up-to-date and accurate records of all participants enrolled in the CETA programs. Will also prepare all reports required by the Prime Sponsor and the Department of Labor.

Examples of Work Performed

Prepare client characteristic and progress reports on a weekly, monthly and quarterly basis.

Input and retrieve accurate information on all participants on the IBM 6/450 Word Processor.

Update the fields in the IBM 6/450 Word Processor to comply with DOL reporting requirements.

Keep accurate and up-to-date back up system on the McBee cards.

Notify each contractor on a monthly basis of the participants needing 30, 60, and 90 day follow-ups.

Notify each contractor on a monthly basis of those participants to be terminated in the next 30 days.

Desirable Education and Experience

High school graduate and one year of college business courses or two years in data collection with one year experience with computer or word processor.

Desirable Knowledge, Skill, and Ability

Know how to operate the IBM 6/450 Word Processor or similar computer knowledge.

Ability to disseminate and compile information.

Good concentration working with quantities of detailed data and quick adaption to a variety of assignments.

Must be able to type 50 words per minute.

Must be able to use an adding machine or desk calculator.

Administrative Secretary

Classification: Technical/Clerical
Level: 3
FLSA: Non Exempt

General Description

Administrative secretaries are responsible for providing typing, filing, receptionist, and related administrative tasks for SPAG staff as assigned. Distinction between administrative secretaries and senior secretaries is based upon workload and entry level qualification requirements.

Examples of Work Performed

Perform typing, filing, collating, mailing tasks as assigned.

Respond to routine requests for information.

Arrange meeting schedules, appointments, etc. for staff members as requested.

Attend meetings as required to assist with registration, distribution of materials, and recording of minutes.

Desirable Education and Experience

High school diploma or equivalent with secretarial training or experience; tested accurate typing speed of 50 w.p.m. and tested spelling proficiency required.

Desirable Knowledge, Skill and Ability

Knowledge of customary office administrative procedures and practices.

Skill in the use of office machines.

Ability to follow established procedures and perform assigned duties as instructed with minimum supervision.

Program Clerk

(M & E, Intake)

Classification: Technical/Clerical
Level: 3
FLSA: Non Exempt

General Description

Program clerks are responsible for specific administrative support functions necessary for individual program or program component operations.

Examples of Work Performed

Organization and/or maintenance of filing systems.

Preparation and organization of materials for meetings, mailings, reports, etc.

Preparation of reporting forms as necessary.

Collection of information from files, tables, forms, etc. as necessary.

Preparation and maintenance of lists, records, etc. as assigned.

Desirable Education and Experience

High school diploma or equivalent and some experience in an administrative or clerical capacity; tested accurate typing speed of 45 w.p.m. required.

Desirable Knowledge, Skill, and Ability

Knowledge of effective office procedures related to collection, storage, and retrieval of information.

Skill in the use of office machines.

Ability to exercise initiative and judgment in the performance of assigned tasks.

Finance Clerk

Classification: Technical/Clerical
Level: 3
FLSA: Non Exempt

General Description

SPAG finance clerks are responsible for performance of various record keeping duties necessary for effective financial administration. Specific responsibilities may be assigned for accounts payable, accounts receivable, payroll, inventory, etc. as necessary.

Examples of Work Performed

Preparation and maintenance of accounting worksheets necessary for financial records and reports.

Maintenance of specific subsidiary journals, ledgers, and other records.

Review and recording of invoices, purchase orders, etc.

Preparation or disbursement of checks.

Allocation of costs, salaries, etc. among projects, grants, and activities as prescribed.

Preparation and maintenance of files, forms, etc. necessary for adequate substantiation of records and transactions.

Desirable Education and Experience

High school diploma or equivalent and formal training in bookkeeping or diploma and some recent accounting or bookkeeping experience.

Desirable Knowledge, Skill, and Ability

Knowledge of bookkeeping principles and practices of.

Skill in the operation of office machines.

Ability to accurately and efficiently prepare and maintain records.

Receptionist

Classification: Technical/Clerical
Level: 3
FLSA: Non Exempt

General Description

Receptionists are primarily responsible for receiving telephone calls and greeting visitors to the SPAG offices and providing such information, assistance, or direction as may be required. In addition, specific secretarial and clerical functions may be assigned to SPAG receptionists.

Examples of Work Performed

Responding to routine telephone requests for assistance.

Recording and relay of messages for SPAG staff.

Providing assistance as necessary with meeting registrations.

Maintenance of log of SPAG staff availability during office hours.

Performing assigned typing, collating, and other clerical tasks.

Desirable Education and Experience

High school diploma or equivalent and some clerical experience; tested typing speed of 45 w.p.m. required.

Desirable Knowledge, Skill, and Ability

Knowledge of customary routine office administrative practices.

Skill in public relations.

Ability to effectively respond to unexpected or unusual requests or reactions from the general public.

File Clerk

Classification: Technical/Clerical
Level: 4
FLSA: Non Exempt

General Description

File clerks are responsible for providing necessary clerical assistance, primarily related to the maintenance of required CETA participant files.

Examples of Work Performed

Development of a file on every CETA participant.

Maintain CETA participant folders and associated paperwork.

Maintenance of a current rolodex card file on participants.

Desirable Education and Experience

High school diploma or equivalent and some clerical experience.

Desirable Knowledge, Skill, and Ability

Knowledge of filing and indexing systems.

Skill in manipulation and recording of detailed data.

Ability to type 40 w.p.m. accurately.

Clerk Typist

Classification: Technical/Clerical
Level: 4
FLSA: Non Exempt

General Description

Clerk typists are responsible for the preparation of neat and accurate typing copy prepared from drafts, reports, or statistical forms and for miscellaneous routine clerical duties as assigned.

Examples of Work Performed

Typing of correspondence, reports, memos, forms, and statistical data.

Filing or distribution of reports, communications, and informational materials.

Transcription of information from a source document to other documents or forms.

Maintenance of files, lists, etc. as necessary.

Desirable Education and Experience

High school diploma or equivalent and tested typing accuracy of 55 w.p.m.

Desirable Knowledge, Skill and Ability

Knowledge of effective office information storage and retrieval practices.

Skill in the use of office machines.

Ability to accurately follow instructions and complete assigned tasks in a timely manner.

Printer

Classification: Trade
Level: 1
FLSA: Non Exempt

General Description

The printer is responsible for operation of the SPAG print shop, maintenance of associated equipment and supplies, and for the timely production of printed materials.

Examples of Work Performed

Printing, cutting, collation, and binding of forms, reports, and other SPAG publications.

Ordering and storage of necessary printing supplies and materials.

Maintenance and operation of printing and reproduction equipment.

Desirable Education and Experience

High school diploma or equivalent and three years of current responsible printing experience.

Desirable Knowledge, Skill and Ability

Knowledge of economical sources and types of required printing supplies and materials.

Skill in the operation of SPAG printing and reproduction equipment.

Ability to dependably produce accurate, attractive, printed copy in a timely manner.

The preparation of this publication was financed in part through a comprehensive planning assistance grant from the Department of Housing and Urban Development and in part through general appropriations of the State of Texas administered by the Office of the Governor.